

Virginia Center for Onsite Wastewater Training
Southside Virginia Community College Occupational/Technical Center
1041 West 10th Street
Pickett Park (Fort Pickett)
Blackstone, Virginia 23824

Vision Statement:

Comprehensive understanding of onsite wastewater practices across Virginia

Mission Statement:

Provide education and training to ensure effective onsite wastewater systems, maintain water quality, and protect public health.

MINUTES OF THE VCOWT STEERING COMMITTEE MEETING
12 October 2007

Core Group Members Present:

Tom Joy, Chair	VDH / Blacksburg	Thomas.Joy@vdh.virginia.gov
Jim Bowles	VDH / Lynchburg	Jim.Bowles@vdh.virginia.gov
K.R. (Trapper) Davis	CPEG / VOWRA / NOWRA Rep	krdavis@cpegllc.com
Jay Duell	VDH / Western Tidewater	Jay.Duell@vdh.virginia.gov
Ed Dunn	VDH / Piedmont	Ed.Dunn@vdh.virginia.gov
Jamie Hawley	VDH / Piedmont	Jamie.Hawley@vdh.virginia.gov
Anish Jantrania	VDH / Richmond	Anish.Jantrania@vdh.virginia.gov
Beth Manghi	VDH / Chickahominy	Beth.Manghi@vdh.virginia.gov
Doug Phillips	SERCAP Rep	DPhillips@SERCAP.org
Tom Reynolds	SVCC Rep	tom.reynolds@sv.vccs.edu
Karl Rudolph	VDH / Stafford	Karl.Rudolph@vdh.virginia.gov

Core Group Members Absent:

Peter Hunt	SVCC Rep	Peter.Hunt@sv.vccs.edu
Danna Revis	VDH / Richmond	Danna.Revis@vdh.virginia.gov
Erik Severson	VTSS Rep	ersevers@vt.edu

Associate Group Members Present:

N/A

Associate Group Members Absent:

N/A

Other Attendees:

Peter Brooks	PMBA	pmba1@verizon.net
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Meeting opened at: 10:15

Due to schedule conflicts with the Occ/Tech Center space, the meeting was held at the Virginia Tech Southern Piedmont Agricultural Research and Extension Center near Ft. Pickett

Committee Reports:

Donations Committee: Tom Joy (Chair)

Old Business

Tom Joy reported that:

- The recirculating system that he and Jeff Hasson built worked well in the Pumps and Controls class. It is available for others to use if he is there to set it up, run it and take it down.
- He will be meeting soon with Mary Jane Elkins of the SVCC Foundation to discuss how best to approach vendors for donations. He asked the Committee for suggestions for a “wish list” of things that vendors (or others) can be requested to donate or finance. It was suggested that he should wait to approach treatment system vendors until the demonstration area is ready. At present, he should focus on getting donations of smaller items such as float switches, effluent filters, etc.
- Example Certificates of Appreciation have been prepared, but he forgot to bring them to the meeting.

New business:

- Tom Joy reported that Don Alexander needs justification for allocating \$10,000 per year to VCOWT from the OEHS budget. The Steering Committee suggested that the best way to proceed would be to set up a “Demonstration Area and Storage Facility Operating and Maintenance Fund”. Annual contributions to the fund from the VDH budget would be used to pay for utility installation, monthly utility bills, grounds maintenance, storage facility rehabilitation and upkeep, signs, public outreach and education materials, etc.

DPOR Committee: (Trapper Davis (Chair), Jeff Hasson, Tom Joy

Old Business

Trapper Davis reported that

- Suggestions as to how as to how VCOWT and VOWRA might work together are contained in the draft MOU that has been completed and sent to Don Alexander. VOWRA is waiting for his comments.
- The new DPOR Board for Licensing of Water Works Operators, Wastewater Operators, and Sewage System Professionals will hold its first official public meeting at the VOWRA conference in Blacksburg in November. The Board will write the rules for licensure for those groups.
- Delegate Terrie Suit’s Housing Committee had its final meeting last Tuesday. There was a consensus on the exemption to practice of engineering for single-family homes. There will also be two levels of onsite system design and two levels of training for Onsite Soil Evaluators, which means that VCOWT will have to consider both levels of training.
- VOWRA will hold four two-day Septic A to Z courses and two five-day O & M courses in Virginia in 2008.
- VOWRA is negotiating with the Consortium to do a two-day seminar for installers in March.

New business:

- No new business was identified.

Logo/Brochure/Exhibit Committee: Jim Bowles (Chair), Tom Joy

Old Business:

- Jim Bowles reported that his stepson will be unable to work on a logo design for VCOWT and that it will be several months before Jim himself is able to work on it.
- Tom Joy observed that at the last meeting we didn’t really have a chance to discuss how caps and t-shirts could be funded and asked the Steering Committee for suggestions. It was suggested that they could be paid for from the \$10,000 VDH donation as public outreach and education materials (See above).
- Jim Bowles and Anish Jantrania discussed with the Steering Committee the distribution of VCOWT pamphlets to the Districts that was approved at the September meeting. The Committee approved the printing of 1,000 pamphlets in bundles of 25. One bundle will be sent to each of the 30 Districts with onsite programs. The remaining 10 bundles will be sent to Tom Joy for distribution at conferences. Anish will be responsible for the printing and VDH will pay for it.

New business:

- Tom Joy reported that he has been asked to give a half-hour talk on VCOWT at the VOWRA meeting coming up in November. Tom Reynolds indicated that he would be at the conference and asked Tom to introduce him so that he could say a few words prior to the talk.
- The Steering Committee observed that there also needs to be a VCOWT presence (e.g., speech, VCOWT display) at the Environment Virginia Conference in Lexington in April.

Master List Committee: Beth Manghi (Chair)

Old Business:

- Beth Manghi reported that she had sent the notice for the Construction Inspection Course to the Master List. Tom Reynolds reported that 13 responses had been received, but only three payments had been received to date. Trapper Davis stated that he would assume that the 10-student minimum would be met, but that the course would be held regardless.
- Tom Joy reported that he sent email addresses from the SWVA Decentralized Wastewater Conference to Beth to be added to the Master List.

New Business:

- Tom Joy reported that he sent email addresses from his Pumps and Controls Course to Beth to be added to the Master List, and he requested all instructors to do the same for their courses.
- Beth Manghi reported that she maintains a separate list of recipients of the minutes of Steering Committee meetings. She suggested that Tom send the minutes to her for distribution. Tom agreed.

Newsletter Committee: Beth Manghi (Chair)

Old Business:

- Beth Manghi reported that the newsletter will be ready to send by the end of October.

New Business:

- No new business was identified.

Onsite Training Committee: Danna Revis (Chair), Jay Duell, Jim Bowles

Old Business:

- Danna- Anything to report regarding on curriculum development and instructors to align “Basic Onsite Wastewater” classes with the SVCC two-day class format.?

New Business:.

- Any new business?
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Site Development Committee: Trapper Davis (Chair) –Jeff Hasson, Doug Phillips, Jim Bowles, Erik Severson, Tom Joy

Old business

- Site Clearing:
 - i. Tom Joy reported that he met with Anish and Jim Bowles on September 25th to discuss the layout of the demonstration area. They concluded that no roads other than the one shown on the E&S Plan will be needed. They also decided that for now, we only need to install utilities (water and electric) along the buffer zone parallel to West 10th. That will allow us to put the initial 8 treatment units in that area.

Upon discussion, the Steering Committee was of the opinion that it would be best to group the various kinds of treatment units (e.g., ATUs, peat filters, packed bed filters) and to be more concerned with spacing between groups than between individual units. Trapper Davis will take a look at the situation and generate suggestions for optimal spacing and utility layout.

- ii. Tom, Anish and Jim also discussed how to keep weeds off the site. It will take a lot of hand work,

This was not discussed in depth, but the Steering Committee agrees that no herbicides will be used.

- iii. Tom Joy reported that he met with Woodson and Dan Irby on October 2nd. They discussed what needs to be done to clear the demo area. The Irbys suggest hiring a local contractor to put in the silt fence and the drainage ditch lining. They will find out cost and also check on how much it would cost to do seeding and mulching. They say it would cost too much money to grind up stumps and haul to dump, so they suggest burning all roots and stumps on site. They plan to start on December 5th. The application is ready to be submitted to DCR, which is doing an additional review of the E&S Plan. Tom reported that this is a special requirement for state agencies that he wasn't informed of until recently. The \$300 permit application fee will be paid by VDH. With about 8 weeks lead time for the application to be approved, VCOWT should be in good shape if no changes to the E&S Plan are mandated by DCR.
- Rainwater Collection System:
 - i. Tom Joy reported that he has not followed up on Doug Phillips' South Hill Home Depot contacts, and he has not yet approached Wal-Mart about giving us a \$500 community grant for the gutters and downspouts. He will do both things ASAP.
 - ii. Beth Manghi reported that she talked to Wright's ready-Mix about donating a concrete septic tank to VCOWT for use as a cistern for the rainwater collection system and that Mr. Brent Tennefoss said that they will donate any needed tanks. The Steering Committee suggested that VCOWT should ask him to donate one or more defective tanks for instructional purposes.
- VCOWT Demonstration ideas:
 - i. Tom Joy asked the Steering Committee to be thinking about what kind of demonstrations similar to those at NCSU are needed at VCOWT, which one we should concentrate on first, and how it would be used. Once a system is decided on, we will need to start planning how to construct it – how to get materials, who will do the work, etc.

New Business

- Tom Joy will continue to coordinate with Woodson and Dan Irby regarding work to be done on the demonstration area.

SVCC Liaison Committee: Tom Reynolds (Chair), Peter Hunt, Danna Revis, Tom Joy

Old Business:

- Tom Reynolds reported that:
 - i. SVCC passed its recent accreditation inspection with flying colors.
 - ii. Wendy Hailey's replacement, Lydia Cox, has been hired and is now on duty at the Occ/Tech Center.
 - iii. Work on the new classroom is proceeding on schedule. There are no funding problems.
 - iv. Online registration for VCOWT courses on the SVCC website should be operative in a month.
 - v. The acronym SVCC is preferred over SSVCC.
 - vi. He will not be able to attend the next meeting. Dennis Smith will attend in his place.
- Tom Joy reported that the VCOWT/SVCC MOU is still being revised. Nelson Daniel made comments to be submitted to SVCC, but is still waiting for Don to approve a paragraph on payments.

New Business:

- No new business was identified.

Website Committee: Anish Jantrania (Chair), Tom Joy

Anish – Report?

Old Business:

- No old business was identified.

New Business:

- Tom Joy reported that he is working with Brian Shook to develop a new VCOWT website. When it is ready for viewing, the address will be sent to the Steering Committee for comments and then will be distributed via the master list.

General

Old Business:

- Tom Joy suggested that the Steering Committee needs to decide how to implement the twice yearly review of student course evaluations that was approved at the last meeting.

New Business:

- Anish Jantrania and Peter Brooks distributed an outline of their upcoming Effluent Distribution Systems course. Anish stated that the course will not be presented unless a minimum of 10-student register for it.
- Karl Rudolph suggested holding a VCOWT Golf Tournament to raise money. The suggestion was approved enthusiastically by the Steering Committee. VDH and SVCC administrations apparently like the idea, although final approval has not been given. Karl will organize the event. He will open a "VCOWT Golf" checking account for expenses and registration fees by writing a check from his own funds to be reimbursed out of tournament proceeds.
- Tom Joy nominated Jeff Hasson for Core Group membership. The Steering Committee approved the nomination and will vote on it at the next meeting.
- Tom Joy asked the Steering Committee to suggest courses for the VCOWT curriculum, Suggestions included:
 - i. Basic Decentralized Wastewater Infrastructure – Anish Jantrania
 - ii. OSHA Compliance for Onsite Workers – The Steering Committee suggested that first, we need to find out if OSHA compliance is required for onsite workers.
 - iii. It was also suggested that VCOWT develop certification programs for developers, real estate professionals, and local government officials. The courses would be one day long and students would earn CEUs rather than credit hours.
- Tom Joy will circulate a draft 2008 schedule to the Steering Committee for comments and revisions.

Meeting adjourned at: 1300